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2019 APR 19 PM 12:15

**SUBMIT DIRECTLY TO THE OFFICE OF PUBLIC RECORDS IN 232 HART BUILDING**

# Employee Post-Travel Disclosure of Travel Expenses

Date/Time Stamp:

**Post-Travel Filing Instructions:** Complete this form within 30 days of returning from travel. Submit all forms to the **Office of Public Records in 232 Hart Building.**

In compliance with Rule 35.2(a) and (c), I make the following disclosures with respect to travel expenses that have been or will be reimbursed/paid for me. I also certify that I have attached:

- ☒ The **original** *Employee Pre-Travel Authorization* (Form RE-1), **AND**  
☒ A **copy** of the *Private Sponsor Travel Certification Form* with all attachments (itinerary, invitee list, etc.)

Private Sponsor(s) (list all): United Nations Foundation

Travel date(s): Thursday, February 28, 2019 - Friday, March 1, 2019

Name of accompanying family member (if any): \_\_\_\_\_

Relationship to Traveler: ☐ Spouse ☐ Child

IF THE COST OF LODGING DID NOT INCREASE DUE TO THE ACCOMPANYING SPOUSE OR DEPENDENT CHILD, ONLY INCLUDE LODGING COSTS IN EMPLOYEE EXPENSES. (Attach additional pages if necessary.)

## Expenses for Employee:

	Transportation Expenses	Lodging Expenses	Meal Expenses	Other Expenses (Amount & Description)
<input type="checkbox"/> Good Faith Estimate	\$145.00	\$139.00	\$108.95	\$20.00, Fee for UN guided Tour and Lecture Briefing
<input checked="" type="checkbox"/> Actual Amount				

## Expenses for Accompanying Spouse or Dependent Child (if applicable):

	Transportation Expenses	Lodging Expenses	Meal Expenses	Other Expenses (Amount & Description)
<input type="checkbox"/> Good Faith Estimate				
<input type="checkbox"/> Actual Amount				

Provide a description of all meetings and events attended. See Senate Rule 35.2(c)(6). (Attach additional pages if necessary.): See attached itinerary.

9 APR 2019  
(Date)

ANDREW KALARIS  
(Printed name of traveler)

Andrew Kalaris  
(Signature of traveler)

TO BE COMPLETED BY SUPERVISING MEMBER/OFFICER:

I have made a determination that the expenses set out above in connections with travel described in the *Employee Pre-Travel Authorization* form, are necessary transportation, lodging, and related expenses as defined in Rule 35.

4/19/19  
(Date)

[Signature]  
(Signature of Supervising Senator/Officer)

# UNITED NATIONS FOUNDATION

**AGENDA FOR:  
United Nations Foundation's  
Congressional Staff Learning Trip to UN Headquarters  
February 28-March 1, 2019**

**Thursday, Feb. 28, 2019**

- 4:07 PM – 7:22 PM**      **Depart Washington, D.C. via Amtrak Northeast Regional# 178**  
*Union Station*
- 7:22 PM – 7:45 PM**      **Transfer to EVEN Hotels New York - Midtown East**
- 7:45 PM – 8:00 PM**      **Check in at EVEN Hotels New York - Midtown East and Prepare for Dinner**  
*221 E 44th St, New York, NY 10017*
- 8:00 PM – 8:15 PM**      **Transfer to Osteria Laguna Restaurant for Dinner**  
*209 E 42nd St, New York, NY 10017*
- 8:15 PM – 9:45 PM**      **Working Dinner with Delegation Participants and Briefing by Mr. Stéphane Dujarric, Spokesperson for United Nations Secretary-General António Guterres**  
*Osteria Laguna Restaurant, 209 E 42nd St, New York, NY 10017*
- Briefing Focus: To discuss the Secretary-General's ongoing reform agenda and priorities for 2019.*

**Friday, March 1, 2019**

- 7:30 AM – 7:45 AM**      **Hotel check-out. Please leave your luggage with the porter and meet in the lobby for departure to the U.S. Mission to the United Nations**  
*EVEN Hotels New York - Midtown East, 221 E 44th St, New York, NY 10017*
- 7:45 AM – 8:00 AM**      **Travel to the U.S. Mission to the United Nations**
- 8:00 AM – 9:00 AM**      **Working Breakfast and Briefing by the U.S. Mission to the United Nations**  
*U.S. Mission to the United Nations, 799 United Nations Plaza, New York, NY 10017*
- Briefing Focus: To provide an overview of U.S.- UN relations and strategic priorities for 2019.*
- 9:00 AM – 9:15 AM**      **Transfer to the United Nations Headquarters**
- 9:15 AM – 10:00 AM**      **Briefing by Ms. Ulrika Modéer, Assistant Secretary General & Director of the Bureau of External Relations & Advocacy and Mr. Bruno Lemarquis, Deputy Director of the Crisis Bureau, United Nations Development Programme (UNDP)**  
*UNHQ CR-A*
- Briefing Focus: To provide an overview on UNDP development approaches to work in post conflict situations and why it is important to have development institutions involved in these contexts along with a look at how the agency engages with those in-country.*

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# UNITED NATIONS FOUNDATION

10:00 AM – 11:00 AM **Briefing by Mr. Richard Towle, Deputy Director, United Nations High Commissioner for Refugees (UNHCR)**  
UNHQ CR-A

*Briefing Focus: Discuss the UN's ongoing humanitarian assistance operations responding to crises in Venezuela, Syria and Bangladesh, and how they address the unique needs of vulnerable populations to ensure no-one is left behind.*

11:00 AM – 11:45 PM **United Nations Guided Tour and Briefing**  
UNHQ

*Briefing Focus: UN expert-led tour including in-depth daily briefing, historic overview, and chamber-specific briefings on the UN Security Council, UN General Assembly, Economic and Social Council, and Trusteeship Council.*

11:45 AM- 12:00 PM **Transfer to Conference Room A**

12:00PM – 12:45PM **Panel Briefing by Mr. Grant Leaity, Deputy Director, Office of Emergency Programs, Ms. Carla Haddad Mardini, Director of Public Partnerships Division and Ms. Aisha Sabar, Senior Adviser, Public Partnerships Division, United Nations Children's Fund (UNICEF)**  
UNHQ CR-A

*Briefing Focus: Discuss UNICEF's work in humanitarian and emergency settings and environments, such as Yemen, and discuss how specific circumstances in-country shape the agency's response.*

12:45 PM – 1:00 PM **Transfer to Millennium Hilton New York One UN Plaza**  
One United Nations Plaza, New York, NY 10017

1:00 PM – 2:00 PM **Working Lunch Briefing by Mr. Nick Birnback, Chief Public Affairs Section, Department of Peace Operations (DPO)**  
Millennium Hilton New York One UN Plaza, Riverview Room

*Briefing Focus: Discuss the role and impact of UN peacekeeping, current missions, recent successes and setbacks, and the importance of narratives and strategic communications in the field.*

2:00 PM – 2:30 PM **Depart Millennium Hilton New York One UN Plaza for EVEN Hotels New York – Midtown**

2:30 PM – 4:02 PM **Depart EVEN Hotels New York - Midtown for New York Penn Station**

4:02 PM – 7:00 PM **Depart NYC via Amtrak Northeast Regional #173**  
New York Penn Station

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